



STATE OF MARYLAND

DHMH

Board of Chiropractic & Massage Therapy Examiners

Maryland Department of Health and Mental Hygiene

4201 Patterson Avenue • Suite 301 • Baltimore, Maryland 21215-2299

Chiropractic: 410.764-4726 • Massage Therapy: 410.764-4738 • FAX: 410.358-1879

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

**IMPORTANT INFORMATION REGARDING THE 2012-2014 BIENNIAL RENEWAL FOR
LICENSED MASSAGE THERAPIST & REGISTERED MASSAGE PRACTITIONERS**

Dear LMTs & RMPs

August 6, 2012

The deadline to renew your Massage Therapy License/Registration is October 31, 2012. All renewals will be online (with some exceptions explained in the enclosure) using the new electronic online database, accessed through the Board website at www.mdmassage.org. The system will be open to receive renewal applications on or about August 20, 2012 through October 31, 2012. **Late Renewal starts November 1, 2012 through November 30, 2012** after which the online renewal system will be **closed December 1, 2012**. Please visit the FAQs for this Biennial Renewal located on the Board's website.

Note: If you ARE NOT RENEWING BUT need to 'reinstate' a license/registration from a previously Non-renewed status or 'reactivate' a license/registration from an Inactive status, you CANNOT USE THE ONLINE RENEWAL SYSTEM. You will need to download and complete the "Reinstatement Application" or "Reactivation Application" located in the "Forms" section and on the dedicated "Renewal Information" page located on the Board's website. Remit all required documents and fees as outlined in the application(s) and Mail to: Bd. of Chiropractic & Massage Therapy Examiners, 4201 Patterson Avenue, Suite 301, Baltimore, MD 21215, to the Attn: Adrienne Congo, Deputy Director, Massage Therapy Program Manager. If you have questions, call 410-764-2965 for direction and guidance.

Please be reminded of the following critical factors regarding this biennial renewal:

1. You must complete a minimum of 24 CEUs from courses considered pre-approved or have been approved by the Board of Chiropractic & Massage Therapy Examiners. In addition, you must have a current CPR certification. Of the 24 CEUs, 3 CEUs must be in Jurisprudence or Risk Management, 3 CEUs must be in Communicable Diseases/AID/HIV and the remaining 18 in massage related modalities. **You may be randomly audited through the online system and be required to remit hard copies of all course completion certificates/documentation and copies of your CPR certification/card (front and back).**
2. You must renew online before October 31, 2012. You are urged to renew as early as possible in order to receive your license/registration document so that there is no lapse in your practice after your old license/registration expires. Remember, we are processing nearly 3800 licenses/registrations. If you renew at or near the deadline, there is no guarantee that you will receive your license/registration before the expiration of your old document. To avoid this possibility, renew online as soon as possible. **Remember: You may not practice massage therapy without your current, valid license/registration being conspicuously displayed to the public in the area you are working.**
3. Payment will be accepted online via MasterCard or Visa, either credit or debit card. If you do not have a bank issued MasterCard or Visa, you may obtain a disposable MasterCard or Visa from a local retailer such as: Giant, Walmart, Target, CVS, Walgreens, etc., to which you can place a designated monetary amount on the card to cover your license/registration fee (\$278.00 LMT, \$250.00 RMP, or \$50.00 for Inactive Status).
4. If you received your 1st initial license/registration on or after October 31, 2011; you MUST renew. However, you are EXEMPT from CEU requirements during this biennial renewal only and must still hold a current CPR certification.
5. There is an evaluation/rating venue on the online system that will permit all users to enter their rating and opinion of the online renewal system. We appreciate your comments and rating as it will assist the Board and DHMH in refining these electronic venues.

Sincerely,

Adrienne Congo, MS, Deputy Director

Enclosure: Online Renewal Instructions & Procedures

James J. Vallone, J.D., Executive Director • Adrienne B. Congo, M.S., Deputy Director

Chiropractic website: www.dhmvh.maryland.gov/chiro • Massage Therapy website: www.dhmvh.maryland.gov/massage

Toll Free: 1-877-4MD-DHMH • TTY for Disabled – Maryland Relay Service 1-800-735-2258

